

VPS PRINTER REQUEST FORM

DTS 379 (rev. 12/08)

DEPT:				Requestor / Contact:		Completion Date:						
SR#:				Request Date:		Completed By:						

Requestor Instructions: Fill in columns per itemized instructions below:
For further details, select Form Information on tab at bottom of sheet.

- Required** - Enter A to Add, D to Delete, C to Change a printer request
- Required** - Enter Y for Yes or N for No - CICS will print to the printer
- Depends** - For WIC enter WICxxx (where xxx = the Agency ID)
- Depends** - Required for a Change OR Delete enter U#. Leave blank if a new request
- Required** - Enter the current IP address. For an Add use the IP Address requested.
- Optional** - For a Change request enter the new IP address
- Optional** - For a Change request enter the current Queue name
- Optional** - For a Change request enter the new Queue name
- Skip** - DTS will complete
- Skip** - DTS will complete
- Optional** - Enter CICS region if applicable
- Optional** - Enter printer group if known
- Optional** - Enter comments if desired (ex: U# of printer to use as model for a new printer, SPB/STD628?, Printer make/model, etc.)

1	2	3	4	5	6	7	8	9	10	11	12	13
Action	CICS	Agency	U#	Current IP Address	New IP Address	Current Printer Name (TCPPrtr / Queue Name) *Case Sensitive	New Printer Name (TCPPrtr / Queue Name) *Case Sensitive	VTAM ID	CICS ID	CICS REGION	Printer Group	Comments
A/D/C	Access Y/N	(WIC only)										

LEGEND
YELLOW = REQUIRED INFORMATION
ORANGE = REQ. FOR CHANGE OR DELETE
BLUE = FILLED OUT BY DTS